



DOT - DISTRICT PERMIT OFFICER, SENIOR

Characteristics of Work

This is senior-level professional work in coordinating all aspects of the construction and encroachment right-of-way permit programs for a district of the Department of Transportation (MDOT). Employees are assigned final responsibility for reviewing and approving permits for all initial encroachment onto highway right-of-ways as well as subsequent relocation following highway construction. The work requires a knowledge of applicable federal and state laws, rules, and regulations governing right-of-way encroachment; skills in negotiating; and extensive travel. Employees coordinate the work of technicians responsible for preliminary site review, unlawful encroachment inspection, or limited construction or encroachment permit review. General supervision is received from a District Maintenance Engineer or Construction Engineer or other administrative superior.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Receives requests for and authorizes the issuance of permits for initial encroachment of utility lines, driveways and drainage structures, billboards, and buildings onto state owned right-of-ways; issues permits allowing for grading, clearing, and land filling operations on property adjoining right-of-ways.

Meets with residential property owners, business managers, utility and municipal officials, and geophysical firm members to determine the type of encroachment requested and to discuss laws, rules, and regulations applicable thereto.

Reviews property characteristics such as right-of-way widths, property lines, drainage requirements, and structure and utility line locations by studying project plans and aerial photographs and making on-site inspections; determines the best location for encroachments in terms of safety and drainage requirements and ease of right-of-way maintenance.

Sketches detailed drawings of proposed encroachment locations and forwards to draftsman for drawing to specification.

Completes and issues all required permit application forms indicating topographical characteristics and location of existing and proposed structures, utility lines, and drainage areas.

Inspects initial encroachment work in progress to determine compliance with permit requirements; advises contractors of need for corrective action and ensures that such measures are implemented.

Coordinates encroachment work with that of DOT-Highway Maintenance Superintendents and Supervisors; interprets laws and regulations and reviews problems relating to encroachments and advises field maintenance supervisors accordingly.

Reviews for reasonableness final billings for payment submitted by utility companies or municipalities and forwards to Right-of-Way division for subsequent processing for payment.

Furnishes proposed highway construction plans to utility companies and municipalities owning property within the construction limits of the proposed project; meets with officials to determine the extent of utility line relocation required and calculates estimates of the costs to be incurred.

Reviews for thoroughness, reasonableness, and compliance with federal and state reporting requirements property statements, relocation plans, cost estimates and utility agreements; conducts field inspections to further verify reported information.

Prepares affidavits attesting to the review of required paperwork; forwards documents and supporting data to the Right-of-Way Division for subsequent review and approval by the Transportation Commission.

Conducts final field inspection of completed utility relocation work to ensure that work has been completed satisfactorily and in accordance with approved plans and specifications. Reviews for reasonableness final billings for payment submitted by utility companies or municipalities and forwards to Right-of-Way Division for subsequent processing for payment.

Coordinates the work of technicians responsible for preliminary site review, unlawful encroachment inspection, limited construction or encroachment permit review, or other work acting in support of the final review and approval of right-of-way permits.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Coordinates activities between public utility companies and MDOT regarding construction projects.
2. Reviews and approves permits for all initial encroachment onto highway rights-of-way and relocation resulting from highway construction.
3. Coordinates encroachment work required for final review and approval of right-of-way permits.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of positions. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to walk; stand; stoop, kneel, crouch, or bend; and climb or balance. The incumbent is occasionally required to sit.

Experience/Educational Requirements:

Education:

A Bachelor's Degree from an accredited four-year college or university in civil engineering, industrial engineering, architecture, engineering technology, industrial technology, architectural technology, construction technology, drafting and design technology, mathematics, or a related field;

AND

Experience:

Four (4) years of experience in highway maintenance or highway construction activities;

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Eight (8) years of related experience, four (4) of which must have been in highway maintenance or highway construction activities.

Substitution Statement

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for four (4) years of experience in highway maintenance or highway construction activities.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

Class Specification

Occu Code: 3595

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